

Parks Committee Agenda
Jefferson County

Date: Thursday July 25th, 2024

Time: 10:30 a.m.

Room: Courthouse C1021

Committee Members: Joan Callan, Walt Christensen, Anthony Gulig, Cassie Richardson, Meg Turville-Heitz

Videoconference OR

Jefferson County Courthouse Room C1021

311 South Center Ave.

Jefferson, WI 53549

Join Zoom Meeting

<https://us06web.zoom.us/j/85374488469?pwd=QpxOjoSW7Jy97wqOMjfaqcX6fgEtYR.1>

Meeting ID: 853 7448 8469

Dial by your location

Passcode: 369458

+1 312 626 6799 US (Chicago)

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Parks Committee Minutes for May 23rd, 2024
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Update on County Park Shop paving project
9. Discussion and Possible Action on MOU with Town of Lake Mills at Lower Rock Lake County Park
10. Discussion and Possible Action on Interurban Trail Phase III Construction Oversight Contract approval
11. Update and Discussion on Interurban Trail Project
12. Update and Discussion on Flood Mitigation Property violations
13. Update and discussion on Trelloff Property Acquisition
14. Field Staff Project Updates
15. Admin Staff Project Updates
16. Discussion on Parks 2024 Budget
17. Discussion on Agenda Items for the Next Meeting
18. Next Scheduled Meetings per the 2024 Proposed Meeting Schedule (4th Thursday, Monthly)
 - August 22, 2024
 - September 26, 2024
 - October 24, 2024
19. Adjourn

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Jefferson County Parks Committee Minutes

Thursday, June 27, 2024

Time: 9:00 a.m.

Room: Courthouse C1021

Join Zoom Meeting <https://us06web.zoom.us/j/81764690750?pwd=TG9nUERZcnNRRVRoeHp5eHVZMVV1dz09>**1. Call to order**

Christensen called the meeting to order at 10:30 AM

2. Roll call (establish a quorum)

Present: Callan, Christensen, Turville-Heitz, Richardson (10:34 AM)

Remote: Gulig

Staff Present: Wehmeier, Luckey, Thompson, Truman, Klement

Others Present:

3. Certification of compliance with the Open Meetings Law

Wehmeier confirmed compliance.

4. Approval of the agenda

Agenda approved as written.

5. Approval of Parks Committee Minutes for May 23rd, 2024

Callan/Gulig motion to approve the minutes, with corrections to the spelling of Turville-Heitz.

Motion passes 4/0

6. Communications

Included in the packet was:

- A letter complimenting the Parks Field Crew for their moving efforts along the Glacial River Bike Trail, and their attention to the importance of leaving the Milk Weed along the trail.
- A photo from an Eagle Scout Project. The project included installation of Wayfinding Signs along the Interurban Trail between Watertown and Ixonia.
- The poster for the Light UP the Night Ride, and a reminder that the event will be in September.
- The poster for the Lake Mills Legendary Learning Nights. The poster includes dates and topics for the 2024 summer learning series. And,
- Fundraising totals for the 2021-2024 Brew With a View series.

7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)

No public comment

8. Discussion and Possible Action on County Parks Shop parking and access re-configuration

Wehmeier – noted that the reconfiguration of the Park Shop Parking plan is in the packet for review. The site poses challenges with rainfall and ground water flow/drainage. The County is working with Town and Country Engineering, the City of Jefferson's engineering firm. The design shows visitor parking in the front of the building, staff parking will be relocated to the east side of the building, and drainage will be addressed. Cost estimate @ \$193,000 +/- and the project will have no direct impact on the Parks Budget.

Richardson/Callan motion to approve and forward to the Finance Committee at its next meeting. Motion passes 5/0.

9. Discussion on WE Energies License Addendum #4 Culvert

Wehmeier – noted that the Addendum with We Energies for the Interurban Trail Phase III Culverts, identifies Culverts for replacement by Jefferson County and/or We Energies and the maintenance responsibilities for those culverts.

Thompson – noted a Hold Harmless and Indemnification related to We Energies, and included language regarding environmental hazards. Thompson noted that generally, all terms are acceptable. The Addendum is included for the Committee reference, and no further action is necessary.

10. Update and Discussion on Interurban Trail Project

Wehmeier – noted that the project is waiting on bridge delivery and install.

Truman – noted that the Request for Qualifications for Construction Admin/Oversight will be published this week.
No action taken.

11. Update and Discussion on Flood Mitigation Property Violations

Klement – stated that the crew conducted field surveys, resulting in letters to landowners who are in violation of trespassing and/or having personal property on County Flood Mitigation Properties. Property owners given until July xxx to remove personal items and/or the County will move forward with legal action to have such items removed.
No action taken.

12. Field Staff Project Updates

Klement noted:

- Toro and others are continuing prairie restoration work and are spraying/removing obnoxious weeds/invasives.
- The crew is continually working on storm damage clean-up.
- Pre-Fair preparations at the Fair Grounds is underway.
- Pohlman Park will be getting new sidewalks. And,
- The crew is addressing mowing along the bike trail and at the dog park.

13. Admin Staff Project Updates

Truman – stated that she has been:

- Working on web updates to include on-boarding of the new reservation system, the dog park registration forms, and converting any fillable forms to the new web format.
- Working with MUNIS/Tyler to iron out glitches in the Work Order/Asset Maintenance program. And,
- Grant Close-Out for the 2023-2024 Snowmobile Program.

14. Discussion on Parks 2024 Budget

Wehmeier – confirmed that the budget is on track.

15. Discussion on Agenda Items for the Next Meeting

16. Next Scheduled Meetings per the 2024 Proposed Meeting Schedule (4th Thursday, Monthly)

- July 25, 2024
- August 22, 2024
- September 26, 2024

17. Adjourn

Turville-Heitz/Richardson motion to adjourn at 10:58 AM. Motion passes 4/0.

Respectfully Submitted,

Mary S. Truman

Adv. Program Asst., Parks

From: [Kim Herman](#)
To: [Kelley Westphal](#); [Kevin Wiesmann](#)
Cc: [Rebecca Schmidt](#)
Subject: Dorothy Carnes Park Caregiver Picnic
Date: Monday, June 24, 2024 6:10:01 AM
Attachments: [image001.png](#)
[image002.png](#)
[Caregiver Picnic 2024 C.jpg](#)
[Caregiver Picnic 2024 D.jpg](#)
[Caregiver Picnic 2024.jpg](#)
[Caregiver Picnic 2024 b.jpg](#)

Good morning Kevin and Kelly,

Thank you again for allowing the Family Caregiver Programs to host our annual Caregiver Picnic at Dorothy Carnes Park and for waving the fee. We had a great time! Even though the temperature were high, and we had a couple of quick rain showers. The shelter allowed for a wonderful breeze and kept us dry. I am including a couple of pictures and a paragraph about the event in this email.

The third annual Caregiver Picnic was a great success. The Caregiver Picnic is one of two events hosted annually to recognize our family caregivers and to give back to them for all their hard work, dedication, and devotion. The family caregivers in attendance were joined the ADRC staff, ReBecca Schmidt ADRC Division Manager, Tonya Runyard, Dementia Care Specialist and Kim Herman, Family Caregiver Support Specialist for the picnic. We met at the beautiful Dorothy Carnes Park in Fort Atkinson. This is the perfect scenic location for our event with paved walkways, birds singing, and a lovely shelter. Under the direction of Jennifer Jackson our caregivers learned some Tia Chi moves which will help with relaxation and balance. We had a catered lunch and enjoyed spending time together sharing successes, offering support, and having a few good laughs. Another wonderful gathering of loving and devoted caregivers.

Thank you,

Kim

Kim Herman, MSW
Family Caregiver Support Specialist
ADRC of Jefferson County
920.728.4903
kimh@jeffersoncountywi.gov



CAROL LIDDLE
1924 - 2018
A TRUE FRIEND OF THE CLUB
WAS BORN IN
MAY 15, 1924
AND PASSED AWAY
ON OCTOBER 12, 2018
AT THE AGE OF 94
SHE WAS A MEMBER OF THE
CLUB SINCE 1978

GREATN
SU
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SAR

SUBWAY

WAV

WAV

note to the Jefferson County
Board singing your praises.
Thank you all!

Sincerely,
Friends of Rose Lake
Carnes Park

#6

June 23, 2024

Dear Kevin and the
Parks Dept. Staff,
The Friends of Rose Lake/
Carnes Park want to let you know
how much your dedicated work
is appreciated!

When we are at the park or at
events like the Eco Summit or
Fort's Farmers Market, we hear
such high praise for such a
lovely, well-kept park.

Enclosed you will find a listing
of some recent comments from
the Carnes Visitor Log. Please
especially note the high-
lighted one - we couldn't have
said it better!

Thanks for caring and working
with us. We are sending a

Thought you would like to see the great comments the Carnes Park West's Visitor Log has had recently, especially the first one!!

Highlights from the visitor log comment and places:

Devon, United Kingdom – What a lovely park. Lots to see! It is good to see such great care and love for your local park.

Phoenix AZ – Cool effigy mound site,

Winneconne – Beautiful environment!!

Whitewater – Great Park. The butterflies and birds.

Fitchburg WI – Wonderful – Thanks!

Lake Mills, WI

Cascade WI – Very sweet, love to visit again.

Oconomowoc, WI – smiley face

Watertown WI – Love the birdwatching spot!!

Love birdwatching, not spider tho!

Madison, WI – Great spot. Better each time we come.

Ft. Atkinson WI – Love this place! Walking and birdwatching.

Rockford IL – Well done maintaining this as a great place!

Jefferson, WI; Durango IA; Waterloo WI; Waco KY; Edgerton WI

ORG	ORG DESC	ORIGINAL	TRANSFERRED	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE
12801	Parks Department	1,098,506.00	-	1,098,506.00	625,338.28	44,250.00	428,917.07
12802	Carol Liddle Fund	-	64,527.00	64,527.00	-	-	64,526.63
12803	Carlin Weld Park Trust	4,646.00	(194.00)	4,452.00	268.20	-	4,184.08
12804	Korth Park Development	445.00	147,242.00	147,687.00	3,837.06	-	143,850.63
12805	Carnes Park Development	224,388.00	24,715.00	249,104.00	9,068.05	-	240,036.00
12806	Parks Building	25,818.00	-	25,818.00	11,020.95	-	14,796.88
12807	Garman Nature Preserve	126,832.00	17,214.00	144,045.00	19,959.49	-	124,085.97
12808	Glacial Heritage Development	-	14,762.00	14,762.00	-	-	14,762.42
12809	Snowmobile Trails	160,395.00	-	160,395.00	65,755.22	-	94,639.43
12810	Bike Trails	450,127.00	319,204.00	769,331.00	23,939.24	718,592.40	26,799.36
12811	Dog Park	94,677.00	(31,449.00)	63,229.00	31,835.95	-	31,393.28
12812	Grounds Keeping	91,794.00	-	91,794.00	16,435.20	-	75,358.67
12813	Flood Mitigation Prop Maint	-	35,000.00	35,000.00	2,647.18	-	32,352.82
12814	Altpeter County Park	8.00	-	8.00	7.26	-	0.49
12815	Blackhawk Island Fishing Wharf	-	-	-	-	-	-
12816	Burnt Village Hist Site & Lauc	15.00	15,000.00	15,015.00	13.86	24,831.00	(9,829.94)
12817	Cappies Landing	14.00	-	14.00	515.73	-	(502.08)
12812	Cold Spring Creamery	37.00	-	37.00	34.10	-	2.45
12819	Crawfish River Park	-	-	-	-	-	-
12820	Hwy 16 Landing	-	-	-	-	-	-
12821	Hwy K Wayside	-	-	-	-	-	-
12822	Indian Mounds Park	10.00	-	10.00	9.68	-	0.67
12823	Joy County Park	2.00	-	2.00	2.09	-	0.20
12824	Kanow County Park	106.00	-	106.00	212.39	-	(106.11)
12825	Pohlman County Park	81.00	-	81.00	75.79	-	5.50
12826	Rock Lake County Park	259.00	-	259.00	944.17	-	(685.35)
12827	Rock River County Park	70.00	-	70.00	65.56	-	4.76
12828	Rome Pond County Park	68.00	-	68.00	62.92	-	4.63
12829	Welcome Travelers County Park	82.00	-	82.00	76.01	-	5.56
12830	Boat Launches	-	-	-	2,067.60	-	(2,067.60)
							1,282,536.42

2024 EXPENSES - YTD

2024.07.17

ORG	ORG DESC	ORIGINAL	TRANSFERRED	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE
12801	Parks Department	(1,090,367.00)	-	(1,090,367.00)	(456,101.93)	-	(634,265.42)
12802	Carol Liddle Fund	-	-	-	(2,087.64)	-	2,087.64
12803	Carlin Weld Park Trust	(122.00)	-	(122.00)	(825.74)	-	703.57
12804	Korth Park Development	(445.00)	-	(445.00)	(15,024.11)	-	14,578.90
12805	Carnes Park Development	(17,444.00)	-	(17,444.00)	(10,843.77)	-	(6,600.41)
12806	Parks Building	(25,818.00)	-	(25,818.00)	(10,757.45)	-	(15,060.38)
12807	Garman Nature Preserve	(120,000.00)	-	(120,000.00)	(361,922.40)	-	241,922.40
12808	Glacial Heritage Development	-	-	-	-	-	-
12809	Snowmobile Trails	(160,395.00)	-	(160,395.00)	(239.45)	-	(160,155.20)
12810	Bike Trails	(450,127.00)	-	(450,127.00)	(252.90)	-	(449,874.01)
12811	Dog Park	(53,164.00)	-	(53,164.00)	(30,528.37)	-	(22,636.04)
12812	Grounds Keeping	(91,793.00)	-	(91,793.00)	-	-	(91,793.87)
12813	Flood Mitigation Prop Maint	-	-	-	-	-	-
12814	Altpeter County Park	(8.00)	-	(8.00)	(3.25)	-	(4.50)
12812	Blackhawk Island Fishing Wharf	-	-	-	-	-	-
12816	Burnt Village Hist Site & Lauc	(15.00)	-	(15.00)	(6.20)	-	(8.72)
12817	Cappies Landing	(14.00)	-	(14.00)	(43.61)	-	29.96
12818	Cold Spring Creamery	(37.00)	-	(37.00)	(15.25)	-	(21.30)
12819	Crawfish River Park	-	-	-	-	-	-
12820	Hwy 16 Landing	-	-	-	-	-	-
12821	Hwy K Wayside	-	-	-	-	-	-
12822	Indian Mounds Park	(10.00)	-	(10.00)	(4.30)	-	(6.05)
12823	Joy County Park	(2.00)	-	(2.00)	(0.95)	-	(1.34)
12824	Kanow County Park	(106.00)	-	(106.00)	(168.66)	-	62.38
12825	Pohlman County Park	(81.00)	-	(81.00)	(76.50)	-	(4.79)
12826	Rock Lake County Park	(259.00)	-	(259.00)	(1,432.21)	-	1,173.39
12827	Rock River County Park	(70.00)	-	(70.00)	(188.21)	-	117.89
12828	Rome Pond County Park	(68.00)	-	(68.00)	(28.15)	-	(39.40)
12829	Welcome Travelers County Park	(82.00)	-	(82.00)	(128.78)	-	47.21
12830	Boat Launches	-	-	-	(491.88)	-	491.88
							(1,119,256.21)

2024 REVENUE - YTD

2024.07.17